

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2019 MAY -1 PM 4:56

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): National Democratic Institute

Travel date(s): 3/28/19 - 4/1/19

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$984.49	\$441.39	\$74.70	
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached

5-1-19
(Date)

Damian Murphy
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5-1-19
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

10-71699-9

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): National Democratic Institute

3. Dates of travel: March 28 - April 1, 2019

5. Name and title of Senate invitees: Damian Murphy, Senior Professional Staff Member, SFRC

- OR -

- AND -

- AND -

Private Sponsor Certification - Page 1 of 4

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

NDI is facilitating an independent, international election observation mission to Ukraine for the March 2019 presidential election. The mission is funded by USAID. NDI's role is to recruit and deploy a group of observers that will provide a credible, external analysis of the conduct of the election.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

NDI is a nonprofit, nonpartisan, nongovernmental organization working to support and strengthen democratic institutions worldwide. The observation delegation will monitor the Ukrainian presidential election, noting voting irregularities and reporting on the polling environment.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Through the House Democracy Partnership, NDI facilitates meetings and briefings for congressional delegations that visit HDP countries. Additionally, NDI deploys international observer delegations including congressional representation and other experts to dozens of countries around the world.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In Ukraine, NDI provides technical assistance to parliament on constituent outreach and transparency
and trainings for civil society organizations on advocacy. NDI also advises domestic election monitors,
builds coalitions for electoral reform, and trains women to engage in politics.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$897.63 (airfare and ground transportation)	\$729.00	\$472.50	\$0

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is being arranged without regard to congressional participation.

18. Reason for selecting the location of the event or trip

The trip is arranged to take place in Ukraine in order to observe the presidential election, which includes monitoring polling stations and meeting with key Ukrainian stakeholders.

19. Name and location of hotel or other lodging facility:

Hyatt Regency, Ally Tarasovoi St, 5, Kyiv, Ukraine, 01001

20. Reason(s) for selecting hotel or other lodging facility:

Value for money, proximity to local partners and NDI office, availability of meeting space in the hotel

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The daily expenses for lodging and meals are within the Federal Government's maximum per diem rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Round-trip coach airfare will be provided from Washington, DC to Kyiv, Ukraine, and passenger van transportation will be provided for travel within Ukraine

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: Kristina Jeffers

Name and Title: Kristina Jeffers, Program Director

Name of Organization: National Democratic Institute

Address: 455 Massachusetts Ave NW, Washington, DC 20001

Telephone Number: 202-728-5445

Fax Number: 888-875-2887

E-mail Address: kjeffers@ndi.org

00000000001704

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

-
1. Sponsor(s) of the trip (please list all sponsors): National Democratic Institute
-
2. Description of the trip: International observation mission for Ukraine's March 31, 2019 presidential election
-
3. Dates of travel: March 28 - April 1, 2019
-
4. Place of travel: Kyiv, Ukraine
-
5. Name and title of Senate invitees: Damian Murphy, Senior Professional Staff Member, SFRC
-
6. I certify that the trip fits one of the following categories:
- ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
- ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
- ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
- ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

NDI is facilitating an independent, international election observation mission to Ukraine for the March 2019 presidential election. NDI's role is to recruit and deploy a multinational group of observers that can provide a credible, external analysis on the conduct of the elections.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

NDI is a nonprofit, nonpartisan, nongovernmental organization working to support and strengthen democratic institutions worldwide. The observation delegation will monitor the Ukrainian presidential election, noting voting irregularities and reporting on the polling environment.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Through the House Democracy Partnership, NDI facilitates meetings and briefings for congressional delegations that visit other countries. Additionally, NDI has sponsored international observer delegations comprised of former heads of state, high-level government representatives, and leading political figures.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

NDI provides technical assistance to parliament on constituent outreach and transparency and trainings for civil society organizations on advocacy. NDI also works with domestic and international observers to monitor elections, builds coalition for electoral reform, and trains women political candidates.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$897.63 (airfare and taxis)	\$729	\$472.50 (based on federal government per diem rates)	\$117 (incidental expenses, based on federal government per diem rates)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged without regard to congressional participation.

18. Reason for selecting the location of the event or trip

Presidential election

19. Name and location of hotel or other lodging facility:

Hyatt Regency, Ally Tarasovoi St, 5, Kyiv, Ukraine, 01001

20. Reason(s) for selecting hotel or other lodging facility:

Value for money, proximity to local partners and NDI office, availability of meeting space in the hotel

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The Federal Government's maximum per diem rates are strictly observed for the purposes of the trip.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Round-trip coach airfare will be provided

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Name and Title: Laura Jewett, Regional Director

Name of Organization: National Democratic Institute

Address: 455 Massachusetts Ave NW, Washington, DC 20001

Telephone Number: 202-728-5679

Fax Number: 888-875-2887

E-mail Address: lauraj@ndi.org

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC FEB26'19PM12:48

Name of Traveler: Damian Murphy

Employing Office/Committee: U.S. Senate Committee on Foreign Relations

Private Sponsor(s) (list all): National Democratic Institute for International Affairs

Travel date(s): March 28 - April 1, 2019

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Kyiv, Ukraine

Explain how this trip is specifically connected to the traveler's official or representational duties:

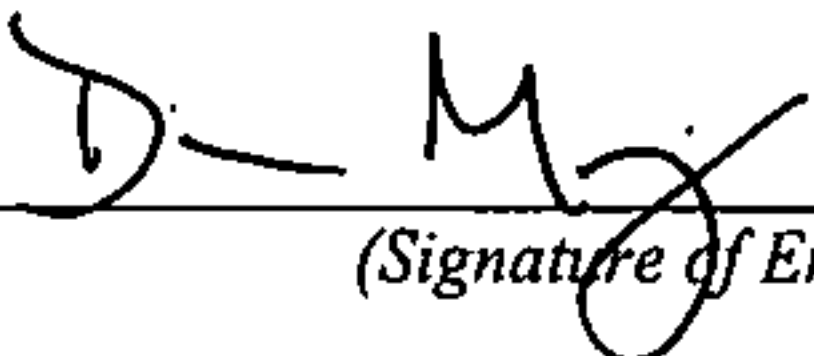
Damian Murphy is the Senior Professional Staff Member covering Europe on the minority staff of the Senate Foreign Relations Committee. This trip would deepen his understanding of political dynamics in Ukraine, a country that receives considerable U.S. assistance. The conduct of the election will have a significant bearing on U.S. policy towards Ukraine and the region so this visit will serve to significantly inform his work on the committee.

Name of accompanying family member (if any): none

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

2/26/19
(Date)


(Signature of Employee)

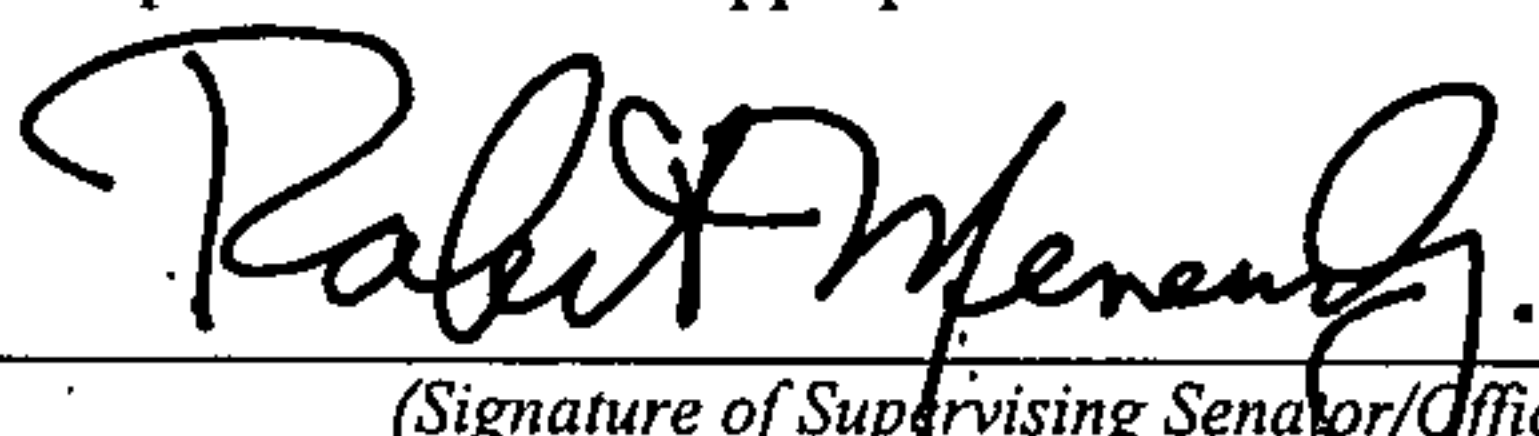
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Robert Menendez hereby authorize Damian Murphy
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

2/26/19
(Date)


(Signature of Supervising Senator/Officer)



Participant List

NDI International Observation Mission Ukraine Presidential Elections 2019 March 26 - April 2, 2019

First Name	Last Name	Affiliation
Paige	Alexander	Former USAID Assistant Administrator
Mariam	Baramidze	NDI Georgia
Robin	Carnahan	NDI Board, Former Missouri Secretary of State
Corina	Cepoi	Internews
Naz	Durakoglu	US Senate
Audrey	Glover	Chairman, Foreign Policy Centre
Gabrielle	Gould	US House
Christina	Hartman	Independent Elections Expert and Political Consultant
Laura	Jewett	NDI Regional Director for Eurasia
Lionel	Johnson	NDI Board
Peeter	Kaaman	Independent Democracy Assistance Expert
Jonathan	Katz	GMF
Mirjam	Krijnen	Candidate for Dutch Senate
Magda	Labadze	NDI Georgia
Kathleen	Matthews	Former Chair, Maryland Democrats
Michelle	McGrorty	Independent Political Expert
Damian	Murphy	US Senate
Mary	O'Hagan	NDI Resident Senior Director in Ukraine
Birgitta	Ohlsson	Former Minister of EU Affairs/Member of Parliament
Christy	Quirk	Independent Opinion Research and Political Expert
Joanna	Rohozinska	National Endowment for Democracy
Bob	Satawake	NDI Equal Voices for Democracy Committee
William	Taylor	United States Institute of Peace

00000000001710



**NDI Election Day Observation Mission
March 31 Presidential Elections**

Time	Activity	Location
	March 29, Friday	
<i>1:10 pm</i>	<i>Delegates arrive in Kyiv and met at airport by NDI staff</i>	<i>Boryspil International Airport</i>
2:00 pm - 4:00 pm	Delegates check-in and receive briefing materials	Hyatt Regency Kyiv
4:00 pm - 7:30 pm	Training on election day procedures, International Election Code of Conduct, logistics, and security NDI-Ukraine staff will conduct the trainings. Topics of discussion will include best practices and standards for international election monitoring, instructions for completing reporting forms at polling stations, logistical arrangements for deployment, and security guidelines and procedures.	Hyatt Regency Kyiv
<i>7:30 pm</i>	<i>Dinner with European Parliament</i>	<i>Hyatt</i>
	March 30, Saturday	
<i>7:30 am - 9:00 am</i>	<i>Breakfast</i>	<i>Hyatt</i>
9:00 am - 10:30 am	Meeting with Ambassadors	Hyatt - Library

000000001711

	All Kyiv-based delegates will meet with the British Embassy, the Embassy of the Kingdom of Sweden, the U.S. Embassy, the E.U. Delegation, the Norwegian Embassy, the Canadian Embassy, and the Council of Europe to discuss the election environment.	
10:30 am - 12:15 pm	Private Meeting with Ambassador Yovanovitch Senate staffers will have a private meeting with U.S. Ambassador to Ukraine Marie Yovanovitch to discuss the election and its implications for U.S. foreign policy in the region.	Hyatt - Library
12:15 pm - 2:00 pm	Delegation lunch	Hyatt
2:15 pm - 2:30 pm	<i>Transfer to ODIHR</i>	
2:30 pm - 4:15 pm	Delegation meeting with the Organization for Security and Co-operation in Europe Office for Democratic Institutions and Human Rights (OSCE/ODIHR) Delegates will meet with representatives of OSCE/ODIHR to discuss human rights issues in Ukraine and OSCE/ODIHR's election observation mission.	ODIHR Offices
4:15 pm - 4:30 pm	<i>Transfer to hotel</i>	
4:30 pm - 6:00 pm	NDI internal debrief Delegates will meet to discuss the day's meetings, focusing on key takeaways and issues to observe at polling stations. NDI staff will also review procedures and logistics for election day deployment with the delegation.	Hyatt - Library
	<i>Evening Free</i>	
	March 31, Sunday	
5:50 am	<i>Depart hotel for first polling station</i>	
07:00 am - 8:30 am	Observe opening of polling station #1 Ensure that polling stations open on time	Vasylkiv, Kyiv Oblast

	<p>Note any voting irregularities that may arise and general observations based on earlier training with NDI staff</p> <p>Report observations to NDI Kyiv office</p>	
8:30 am - 9:30 am	<p>Observe polling station #2</p> <p>Note any voting irregularities that may arise and general observations based on earlier training with NDI staff</p> <p>Report observations to NDI Kyiv office</p>	<i>Ksaverivka village, Kyiv Oblast</i>
9:30 am - 10:30 am	<p>Observe polling station #3</p> <p>Note any voting irregularities that may arise and general observations based on earlier training with NDI staff</p> <p>Report observations to NDI Kyiv office</p>	<i>Sokolivka village, Kyiv Oblast</i>
10:30 am - 11:30 am	<p>Observe polling station #4</p> <p>Note any voting irregularities that may arise and general observations based on earlier training with NDI staff</p> <p>Report observations to NDI Kyiv office</p>	<i>Bila Tserkva, Kyiv Oblast</i>
11:30 am - 1:00 pm	<i>Lunch</i>	<i>Lunch Near Polling Station #4</i>
1:00 pm - 2:30 pm	<p>Observe polling station #5</p> <p>Note any voting irregularities that may arise and general observations based on earlier training with NDI staff</p> <p>Report observations to NDI Kyiv office</p>	<i>Bila Tserkva, Kyiv Oblast</i>
2:30 pm - 4:00 pm	<p>Observe polling station #6</p> <p>Note any voting irregularities that may arise and general observations based on earlier training with NDI staff</p> <p>Report observations to NDI Kyiv office</p>	<i>Bila Tserkva, Kyiv Oblast</i>
4:00 pm - 5:30 pm	<p>Observe polling station #7</p> <p>Note any voting irregularities that may arise and general observations based on earlier training with NDI staff</p> <p>Report observations to NDI Kyiv office</p>	<i>Vasylkiv, Kyiv Oblast</i>

5:30 pm - 7:00 pm	Dinner	Dinner Near Polling Station #7
7:00 pm - 9:00 pm	<p>Observe closing of polling station #1</p> <p>Observe closing procedures and general observations, noting any discrepancies with international standards</p> <p>Report observations to NDI Kyiv office</p>	Chabany, Kyiv Oblast
	Evening Free	
	April 1, Monday	
10:30 am - 11:15 am	<p>Debrief with delegates</p> <p>Kyiv-based delegates, and any delegates returning from nearby cities, will debrief their experiences with delegation leadership, reporting back on trends and hearing about what other delegates saw in the nearby regions. This meeting will continue to 12:30 to allow more delegates to return from various locations.</p>	Hyatt - London Room
11:15 am	Depart for Boryspil Airport	
12:10 pm	Arrive at Boryspil Airport	Boryspil International Airport
2:10 pm	Depart Kyiv for Washington, D.C.	